

NC STATE

Career Guide

principles of professional conduct

staff responsibility

Career services professionals, without imposing personal values or biases, will assist individuals in making a career decision or developing a career plan.

1. Treat each student with respect and care. Refer all interested students for employment and experiential learning opportunities without regard to race, color, national origin, religion, age, gender, sexual orientation, military status, veteran status, or disability, and provide reasonable accommodations upon request.
2. Provide access for all students to participate in services, programs, and events.
3. Maintain a recruitment process that is fair and equitable to both students and employers.
4. Ensure your confidentiality. Your conversations with our staff, whether in person, on the phone, in writing or via e-mail, are always confidential.

student responsibility

Prepare for your career by using campus and Career Development Center resources for maximum employability.

1. Provide accurate information to the Career Development Center and to employers about your academic record, work experience, honors, activities, skills and visa status. Misrepresentations may be subject to Student Conduct proceedings.
2. Conduct yourself professionally during all encounters with employers. This includes written or email correspondence, phone contacts, and personal interactions during career fairs and interviews.
3. Prepare for every interview by researching employers in advance and preparing answers to interview questions. Show recruiters why they should continue to recruit at NC State.
4. Follow through on your commitment when you sign up for an interview. If you need to cancel, please let us know in advance, when possible. Being a no-show hurts you and the person who could have had your appointment. NC State's status as a desirable place to recruit could be jeopardized.
5. Accept a job offer in good faith. Once you accept an offer, honor that commitment. Withdraw from the recruiting process and notify other employers you are actively considering. Do not continue to interview.
6. Ask questions if you are unclear about any service, resource, or program offered by the Career Development Center. We are here to help.

Adapted from the National Association of Colleges and Employers (www.nacweb.org)

the career development center would like to recognize our corporate partners





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our mission

The Career Development Center prepares and empowers students to identify and pursue their career goals.

Dear NC State Student,

My colleagues and I in the Career Development Center are pleased to make the Career Guide available as one of many tools, programs, and services offered by the Career Development Center. Our primary mission is your success. We challenge you to explore the possibilities of how we can empower you to realize your career aspirations. Come visit us in person at 2100 Pullen Hall. Reach out to us by means of our website or by logging in to your ePACK account. Take advantage of Drop-In hours. However you choose to connect, we strongly encourage you to do so early and often!

The Career Development Center team stands ready to assist you. We can help you through every stage of your career development. Whether it is cultivating your personal career identity, equipping you with career competencies, connecting you with internship and co-op opportunities, or formulating an effective job search strategy, we can make it happen.

Let us help you chart a path to career success.
The invitation has been extended, the next step is yours.
We can't wait to meet you!

Sincerely,

Dr. Arnold Bell
Executive Director



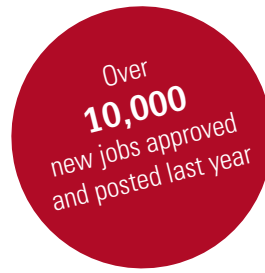
Dr. Arnold Bell
919.515.4420
arnold_bell@ncsu.edu

Meet the Career Development Center team

Identify your career counselor, contact the CO-OP team, meet the career ambassadors and more at go.ncsu.edu/our-team.

ePACK

Make the connection at go.ncsu.edu/epack



NC State's one-stop shop to schedule individual appointments with career counselors, RSVP for information sessions, workshops, and career fairs, and to apply to thousands of jobs and internships listed just for NC State students.

your first steps

login instructions and tips

- Go to go.ncsu.edu/epack to log into ePACK
- Update education information in the "Profile" tab
- Confirm your personal information in the "My Account" tab is accurate

connect with the career development center

- Schedule career counseling appointments with your career counselor
- RSVP to workshops

connect with employees

- Click events tab to access upcoming events
- Attend employer information sessions
- Check out Career Fair schedule and mark your calendar to attend

connect with your future

- Apply to internships, co-ops and job postings
- Over 10,000 new jobs approved and posted in ePACK, just last year.

CareerShift - expand your job search

access from your ePACK homepage

- Internship/job search tool - pulls all publicly-posted internships and jobs on the internet, into one place!

Check-out these search features:

- **JOBS** - Search opportunities throughout the U.S.
- **COMPANIES** - Identify companies who do what you want to do
- **CONTACTS** - Find contact information for alumni and industry contacts

download the ePACK app

Apple users

go.ncsu.edu/epack4iphone

Android users

go.ncsu.edu/epack4android



career development center programs and services

services

career counseling: Speak with professional staff about anything career-related.

career identity program: Helps students identify their major and create a meaningful career plan that builds on their values, skills, interests and purpose.

identifying interests and goals: Help choosing a major and exploring career options.

drop-in hours: 15 minute sessions for resume review or quick job search questions. Fall and spring semesters, when classes are in session.

document critique/review: Get help editing and proofreading your resume, cover letter or thank you note.

interview prep: Help with upcoming interviews, including mock interviews, to receive feedback.

career fair prep: Prepare a successful elevator speech and get tips on how to speak with recruiters.

assessments: Explore your career interests, skills, values and preferences.

job search strategies: Learn about the best way to approach your job or internship search.

clothing closet: Learn about professional dress and pick up free items from the closet.

building experience

internships: Career-related experience during the summer or semester

co-op program: Students alternate full time classes with full time employment for 3 rotations in order to gain a full year of work experience prior to graduation.

externships: Day long trips to explore a day in the life at various organizations. Students are able to visit a company, meet employees and ask any questions about what it's really like to work in industry.





career fairs and events

The Career Center hosts various events each semester to prepare you for the next step. Workshops, career fairs, mock interviews and more, find all of our events at: go.ncsu.edu/careerevents

career fairs: Events that bring employers and students together so employers can share information about employment opportunities while students can network with professionals in the field and possibly obtain an interview for a position.

PackPros: Expert content on demand covering the most sought after career readiness skills. Earn your PackPros certification to be prepared for your next steps!

on campus recruiting: Employers visit the Career Development Center to interview students for co-ops, jobs and internships - students can sign up via ePACK.

info sessions: Employers engage students in in-person or virtual presentations about who they are and what they do, while students get to learn about specific opportunities and interact with company representatives.

go.ncsu.edu/careerevents

career courses

Looking for more structure in career planning and decision-making? Consider the following courses, which are open to all majors at NC State.

usc 202: career exploration

fall and spring | 2 credit hours

You spend over 1/3 of your waking hours working, why not do something you love? What career path best fits your interests, competencies, values and personality? Challenge your self-knowledge and investigate fulfilling careers options. Upon course completion you will have a career development plan with steps identified to realize your goal. If you desire the structure of a class to keep you motivated to plan for your future, this course is the key!

usc 401: professional development

fall and spring | 3 credit hours

A.K.A., “Adulting 101” This course teaches seniors about the transition to the professional world. From budgeting, job searching, resume improvement, personal branding, to succeeding in your first job. You will learn how to smoothly transition from student to professional. Increase your chances of being employed upon graduation. Over 40% of students end up in a job that doesn’t require a college degree-- don’t let that happen to you.



pre-professional services

We assist students interested in law school or health-related programs and give guidance and information about the application process. We also offer professional advice for students considering or planning on continuing their education beyond a bachelor’s degree. go.ncsu.edu/pre-professional-services



career ambassador program

Career Ambassadors are leaders in career readiness at NC State! They play a vital role in educating and serving the campus community by providing workshops and event coverage for groups ranging from 5 to 200+ students. Each career ambassador is selected through a rigorous recruitment process, and is then trained in foundational career readiness topics through a 2 credit course taught by our staff.

The ambassador team participates in leadership training, team building, and professional development activities that help them become competitive applicants for diverse opportunities. Our former career ambassadors have credited their ambassador experience as essential in helping them to secure full-time post-graduation roles at companies such as Deloitte, SAS, Ernst Young (EY), RTI, and more!

Do you have a passion to lead and serve? Would you like to develop the career readiness skills that employers and graduate schools are looking for most? Consider becoming a career ambassador!

Visit go.ncsu.edu/career-ambassadors

Are you PackPros Certified?

Are you looking for help navigating career fairs, crafting a great resume and cover letter, or understanding how to nail the interview?

PackPros is an on demand program with expert content on the career readiness competencies and skills that students need to succeed. Get help when you need it on topics such as career fairs, resumes, cover letters, LinkedIn, networking, job searching and more. Complete the PackPros program and earn the certification that you can market on your resume and LinkedIn to show employers that you are career ready!

Learn more about PackPros here: go.ncsu.edu/PackPros

preparing for success find your career fit

Your career starts now. Discovering your strengths, passions, and values is a process, and we are here to help. Don't wait, get started today!

we can help

say hello

Make an appointment right in ePACK with a career counselor in your major. We'll help you find your path to success.

take the focus2 assessment

This is an evidence-based tool helping you to uncover potential career paths. Create an account with your NCSU email address and complete all sections.

go.ncsu.edu/focus2

career identity program

The Career Identity Program is the Career Development Center's signature First Year Experience for NC State students. Explore major and career options that align with your interests, values, strengths, and the life you envision. Complete the certification and enjoy exclusive access to Career Development Center Events, rewards, and a classroom to career plan to make the most of your time at NC State.

Find out more and how to enroll in this certificate program at go.ncsu.edu/career-identity

get started with a meaningful work statement

The world is vast. So are the possibilities. Make four quick lists to get started on this daunting decision. Then, use each list to create your meaningful work statement. This exercise isn't meant to pinpoint your forever career. It should help you to identify patterns in the types of activities you enjoy (or don't).

tips and hints:

- weekly journaling can help you better understand what excites you and what leaves you depleted.
- if you love helping others and meeting new people, but you value weekend leisure time with friends, you can probably mark off any other careers that require working weekends.
- are you the pseudo-parent in your friend group? That could mean you are skilled in leadership and/or caring for others.
- use the boxes on the next page to help make your lists. This is a brainstorming session, so do not limit yourself.



take an inventory of these areas

loves	values	skills	audiences
What did you like/love about past jobs? <i>Example: politics, games, travel, food, arts, entrepreneurship, technology, fashion</i>	What do you value in life? <i>Example: service, challenges, security, creativity, fame, integrity, power, diversity, accomplishment</i>	What are you the “go to” person for? What are you good at? And don’t be modest! <i>Example: teamwork, problem solving, organization, patience, resourceful, curious, leadership</i>	Think about the kinds of people you most enjoy. Do you have a certain cause you care about? <i>Example: students, veterans, prisoners, athletes, community members, animals, families</i>

summarize your lists and create your meaningful work statement

Because I value _____ and am interested in _____

I will use my skills in _____ to help _____.

Example: I aspire to discover solutions to global environmental issues and educate communities utilizing creativity and analytical problem solving skills, while being precise in my approach and taking risks when necessary to gain positive results. I bring a strong work ethic, ensuring I act with integrity while impacting society’s approach to living green.

Congrats! Now you have a better understanding of how you can create meaning within your potential career. The next goal is to work on communicating this effectively (also known as an elevator pitch).

at home resources

To access more of our career identity guide visit go.ncsu.edu/career-decisions

“What is stopping you from pursuing your dreams? Today is not a dress rehearsal. This is the only moment there is.”

-Marcy Bullock, Director of Professional Development

Competencies for a Career-Ready Workforce



Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

documents

Whether this is your first professional resume or your 5th revision, the Career Development Center will help you create a resume that works. Use the advice below to help present your strengths in the best light!

resumes

Your resume communicates your accomplishments and skills you have to offer! It is used when applying for internships, co-op, and full or part-time jobs. It may also be requested as part of graduate school, scholarship, and/or fellowship applications.

cover letters

A cover letter accompanies your resume when you send it to a prospective employer. It conveys your sincere interest in the position and/or organization. It emphasizes a few key points in your background that are relevant to the opportunity.

thank you letters

Your thank you letter is an expression of appreciation. When all things are equal between candidates, thank you letters (like cover letters) have the potential to make a difference! It shows not only your sincere interest in the opportunity, but also the professionalism you will bring to the workplace.

other job search documents

We'll help you navigate curriculum vitae (CV), transcripts, list of references, letters of recommendation and work samples.



resumes

See how our resume specialists transformed this resume....

BEFORE

Robin Research

2100 Someplace Circle, Apt. 112
Raleigh, NC 27956

PuppiesLoveMe@gmail.com
(919) 867-5309

SUMMARY

Seeking positions for summer to gain hands-on experience in the field.

RELEVANT COURSEWORK

MB200	GN421
PHY452	CH221
IMM303	BSC331

PREVIOUS JOBS

Cup-a-Joe's, Raleigh, NC

August 2018 – Present

Barista

- I work the cash register and serve coffee every day
- Clean counters and empty the garbage after each shift
- Make sure all orders are made fast and done well

NC State University Libraries, D.H. Hill & Veterinary Medicine

August 2019-Present

- Handle a variety of requests from patrons to help library run smoothly
- Multi-task and communicate with lots of guests
- Count all visiting patrons and keep track of all interactions each day

NC State University Forensic Science Institute, Faith Lab

Jan. 2018 – November 2018

Research Assistant

- Conduct 25+ database searches for lab
- Support local and international casework in veterinary and wildlife forensics
- Extract DNA from buccal swabs and Oragene DNA saliva extraction kits
- Assist in a project funded by the National Institute of Justice (NIJ) for the development of a NGS-sequencing filter tool

CAMPUS LEADERSHIP & INVOLVEMENT

- Society of Multicultural Scientists, *Member*
- oSTEM, *Member*

January 2018 – Present

September 2017 – Present

EDUCATION

NC State University, Raleigh, North Carolina

August 2017 – May 2021

Major: Biological Sciences

Minor: Spanish

Font consistent throughout document

Well-developed. Includes specific type of opportunity being sought and ways in which the applicant would contribute to the company

Professional contact information

Robin Research

(They / Them / Theirs)

robin.research@ncsu.edu | 919-867-5309 | Raleigh, NC | www.linkedin.com/n/customized-url

SUMMARY

Rising senior with hands-on experience in forensic lab research and customer service. Proven abilities in collaborating with small teams, handling complex scientific protocols, and working under pressure. Currently seeking research positions/internships in the RTP area with industry-leading organizations.

EDUCATION

NC State University, Raleigh, NC
Bachelor of Science, Biological Sciences
Minor, Spanish

Section appropriately placed at the top, as education is your strongest selling point as a current student or recent graduate

May 20XX

Full degree named

RELEVANT COURSEWORK

- Microbiology
- Anatomy & Physiology
- Immunology
- Genetics
- Organic Chemistry I & II
- Molecular Science

Professional and specific headings

Full course names

FORENSIC LAB EXPERIENCE

NC State University Forensic Science Institute, Faith Lab
Research Assistant

January 2018 – November 2020

- Conducted 25+ database searches to compile mitochondrial genome data for North Carolinian wildlife vertebrate species.
- Established a forensic mitochondrial sequence repository and validated NGS methods for animal species identification to support local and international casework in veterinary and wildlife forensics.
- Extracted DNA from buccal swabs and Oragene DNA saliva extraction kits.
- Assisted in a project funded by the National Institute of Justice (NIJ) for the development of a NGS-sequencing filter tool by analyzing statistical STR data produced under different standard deviations to determine most accurate sequencing output with fewest numbers of allelic drop-in/drop-out.

Well-written bullet points. All start with strong action verb, are quantifiable and specific and use professional language.

CUSTOMER SERVICE EXPERIENCE

NC State University Libraries, D.H. Hill & Veterinary Medicine
Student Assistant

August 2019 – Present

- Handle a variety of requests from patrons including searching and retrieving book titles and lendable technology, solving printing issues, and educating patrons on the facilities.
- Execute multiple tasks simultaneously during busy hours; communicate effectively and work efficiently as a part of a team.
- Document statistics of library usage by conducting headcounts and recording instances of patron assistance in order to provide accurate data.

All experiences include company, position title, location and dates

Cup-a-Joe's, Raleigh, NC
Barista

August 2018 – Present

- Provide quality customer service to a high volume of customers in a fast paced work environment.
- Promoted within the first month of employment from Cashier to "Line Mover" and then to Barista.
- Process approximately 100 customer orders during peak business hours.
- Coordinate the accuracy of customer orders with team of 4 co-workers.

Dates formatted consistently and aligned

CAMPUS LEADERSHIP & INVOLVEMENT

- Society of Multicultural Scientists, *Member*
- oSTEM (Out in STEM) via GLBT Center, *Member*

January 2019 – Present
September 2018 – Present

Acronyms explained for clarity

Using full length of page; limited white space

the resume: a blueprint

Harper Hillsborough

Raleigh, NC • hahillsb@ncsu.edu • (919) 123-4567

Education

North Carolina State University | Raleigh, NC
Bachelor of Social Work, Minor in Theatre
GPA: 3.3 / 4.0

May 2022

Work Experience

Starbucks | Barista | Raleigh, NC

August 2017 - Present

- ◆ Prepare custom drink orders in a timely fashion while multitasking in a fast-paced environment.
- ◆ Maintain work area hygiene standards and food safety guidelines.
- ◆ Perform as a part of a diverse team to reach sales goals, customer satisfaction ratings, and daily objectives.

Campus Engagement

Arts Village | Resident & Hall Council Member | Raleigh, NC

September 2017 - Present

- ◆ Engaged in living and learning community of 150+ students with a focus on appreciation & cultivation of the arts.
- ◆ Served the community as a member of Hall Council by organizing and executing social programming throughout the year including the annual Turlington Haunted Hall program.
- ◆ Experienced a variety of arts related performances, seminars, and artist lectures as a part of the Arts Village experience and course.

GLBT CommUNITY Alliance (GBLTCA) | Member | Raleigh, NC

October 2017 - Present

- ◆ Attended the GLBT Symposium to network with GLBT students and allies on campus.
- ◆ Participated in weekly meetings and planning of community events.
- ◆ Volunteered to paint the Free Expression Tunnel for National Coming Out Day with a group of other students, faculty, and staff as a part of GLBT History Month in October 2017.

University Theatre | Cast & Crew Member | Raleigh, NC

October 2017 - Present

- ◆ Performed as an ensemble cast member in the production of Hairspray.
- ◆ Supported tech crew during load in for all live shows during Fall semester.
- ◆ Created theatrical makeup designs and applied cosmetics to cast members during 3 university productions after taking a course in makeup design for the theatre.
- ◆ Selected as member of the Alpha Psi Omega National Theatre Honor Society.

Skills

Social Media: Proficient in Instagram, Snapchat, Twitter, Facebook, and LinkedIn.

Photography: Intermediate level of Photoshop, editing, and portrait photography expertise.

Languages: Elementary French

heading

Name: 14-20pt font, bold

Address: City, State (Full address optional)

Email: 1 email, ncsu.edu preferred, without hyperlink

Phone: 1 phone number

LinkedIn/Website

Optional: use simple, customized web addresses, without hyperlink

Labels ie.. Email - student@ncsu.edu ("Email" label not necessary)

format

Length: Undergraduates: 1page, Graduate students: 1-2pgs, (CV for academic positions: unlimited)

Margins: .5"-1" around entire page

Font: 10-12pt font, simple style (Arial, Calibri, Didot, Garamond, Helvetica, Times New Roman)

Sections: Heading, Objective or Summary, Education, Work Experience, Skill set, Honors

Spacing: Single space text, add 1 space between sections

Templates: Not recommended

Elise Educator

0002 Bowen Hall * Raleigh, NC 27607 * 919-123-0001 * eeducator@ncsu.edu

OBJECTIVE

Seeking opportunity to teach science to high school-level students where I can contribute my instructional, organizational, and classroom management skills.

EDUCATION

North Carolina State University, Raleigh, NC

B.S. Science Education

GPA: 3.39/4.0, May 2019

CERTIFICATIONS

NC Teaching License in Secondary Sciences (June 2019)

Flinn Scientific Safety Certification

CPR Certification

TEACHING EXPERIENCE

Student Teacher (Earth Science), Millbrook High School, Raleigh, NC

Jan. 2018 – April 2018

- Taught, assisted, and observed 9th – 12th grade students in earth science
- Planned, prepared and executed daily lesson plans and activities
- Solely instructed classes for three days during cooperating teacher's emergency leave of absence
- Participated in the development of Individualized Education Plans for students with needs
- Created a behavior management plan
- Attended PLT meetings, staff meetings, and parent conferences

RELATED EXPERIENCE

Camp Counselor, Camp High Rocks, Cedar Mountain, NC

May 2017 – Aug. 2017

- Co-organized instructional sessions on life skills and social activities
- Instructed campers on lake & whitewater canoeing, and backpacking
- Supervised group of 15 youth with cabin maintenance

Lead Mentor, Summer START, NCSU, Raleigh, NC

June 2016 – Aug. 2016

- Met with students weekly to advise, listen, and assist with student concerns
- Led and guided mentor staff with training and planning events
- Assisted Coordinator and Graduate Assistant with program marketing

HONORS & ACTIVITIES

National Science Teachers Association, NCSU Chapter

College of Education Student Ambassador

Alpha Kappa Alpha Sorority, Inc.

Multicultural Young Educators Network

African Student Union

"In your resume, try to include bullets that show your accomplishments and how you added value to your group, team, employer or organization. For example, communicate how you helped to save spending, increase growth, improve a process, etc."

-D.R. Ingram, Jr., Associate Director, Student Career Services

skills

This section introduces skills you have developed through coursework, experience, or on your own. Two options: present your skills using a simple list or add subcategories to organize specific sets of skills.

Alt. Title: Technical Skills, Skills + Certifications, Computer Skills

Simple List: Prioritize list of relevant skills

Subcategories: Optional: organize by type of skills (Computer, Laboratory, Language)

Level of Ability: *optional*: include terms describing ability (proficient, experienced, familiar, basic)

Shay Software

ssoftware@ncsu.edu

101 Technology Road #205 | Raleigh, NC 27606 | 919-555-5555 | github.com/swengr15

EDUCATION

North Carolina State University, Raleigh, NC

Master of Computer Science, anticipated May 2020

GPA: 3.79/4.00

Courses: Software Engineering, Data Structures, DevOps, Database Management Systems, Software Security

Osmania University, Hyderabad, India

Bachelor of Engineering in Information Technology, May 2017

SKILLS

Languages:	Java, Python, Ruby, C, C++, R
Web Technologies:	J2EE, Ruby on Rails, HTML, CSS
Databases:	Oracle, MySQL, PostgreSQL
Frameworks:	Spring, Hibernate, REST, SOAP, Log4j, Logback, JUnit
Operating Systems:	Linux, Windows
Tools:	NetBeans, Eclipse, RubyMine, Toad, SQL Developer, Control-M, Tomcat, Heroku, Maven, Ant, GIT, SVN, Perforce, Jenkins, Chef, AWS, GWT

WORK EXPERIENCE

Software Engineer Intern, Informatica Corporation, Redwood City, CA May 2019 – Aug 2019

- Designed and developed subscription based notification system for targeted build error alerts.
- Developed Jenkins plugin to purge jobs in the build queue.
- Implemented a utility tool to prevent environment related issues in build servers.

Project Engineer, Wipro Technologies, Greater Noida, India June 2017 – July 2018

- Migrated and rewrote multiple client applications as part of a Cloud Computing project.
- Designed application front end screens using GWT; implemented business logic functionality using Java.
- Performed unit testing automation testing using JUnit and performance testing using JMeter.
- Executed end-to-end deployment of cloud applications on environments - SIT, DIT and UAT.

PROJECTS

Database: Created Oracle database application Library Management System, using Java for GUI. Developed functionalities for searching, checking in and checking out books while ensuring optimal calculations. Designed fine calculation, due date notifications and revoking library privileges.

Data Analysis: Implemented a recommendation system using R that suggests appropriate tags for URLs based on a known set of URLs with user assigned social bookmarking tags.

Web Application: Implemented survey and assignment creation features for the Open Source Project 'Expertiza' using Ruby on Rails.

Continuous Integration Pipeline: Set up a CI pipeline for deploying a Java Maven project using Jenkins to automatically deploy the project on a commit to the Github master branch.

EXTRACURRICULAR

Hackathons- HoyaHacks, Hack Duke and Hack NC

- Created an App version of Harry Potter's marauder's map that included location sharing for friends to stay in touch during outings using Android, Cordova, HTML, CSS, JavaScript, firebase, Google Maps API.
- Developed a HTML5 canvas based game Sheep Intelligence to solve real life problem of traveling sales.

Interests- Swimming (college club team), Taekwondo, guitar, video games.

"Planning your career is FUN! Think of all the possibilities for your life. You are pure potential right now."

-Courtney Mulveney, Career Identity Coach

Wolf E. Pack

Raleigh, NC 27607
(919) 123-4567
xxxxxxx@ncsu.edu

OBJECTIVE:

Seeking a co-op position in Computer and Electrical Engineering beginning Spring, Summer, or Fall 20xx.

EDUCATION

North Carolina State University, Raleigh, NC
B.S. in Computer Engineering, B.S. in Electrical Engineering, May 20xx
GPA: 3.2 / 4.0

Relevant Courses:

Analytical Foundations of Electrical and Computer Engineering, Electric Circuits, Fundamentals of Logic Design, Introduction to Signals, Circuits, and Systems, and Introduction to Computer Systems

TECHNICAL SKILLS

C, Java, Windows XP/Vista/7/8, MS Word, MS Excel, SolidWorks, and Visual Studio

WORK EXPERIENCE

Computer Engineering Intern, R4 INC., Fayetteville, NC
May 20xx – August 20xx, 40 hrs./wk.

- Researched intranet software options for internal R4 website.
- Collaborated with the IT team to maintain network stability at the Fayetteville site.
- Utilized communication, organizational, and computer skills to complete daily tasks.

Server/Food Runner/Host, On the Border, Fayetteville, NC
May 20xx – August 20xx, 40hrs./wk.

- Greeted and served guests, focusing on making their experience the best possible.
- Developed efficient communication and teamwork skills assisting chefs and servers.
- Ensured the kitchen was clean, properly prepared and operated efficiently.

Game Technician, Chuck E. Cheese, Fayetteville, NC
February 20xx – May 20xx, 20hrs./wk.

- Repaired, maintained, and cleaned all games in the playroom.
- Served food and ensured a safe play area for all guests.
- Met guests' needs addressing issues such as ticket jams, machine malfunctions, etc.

ACADEMIC PROJECT EXPERIENCE

Automated Embedded Systems Car, AC-to-DC Power Supply, 3rd Place in Freshmen Engineering Design Day (20xx), iPod Controller, Eaton Design Project, Bubble Blowing Machine, and Traffic Light Circuit

HONORS AND ACTIVITIES

Dean's List (Fall 20xx & Spring 20xx), HKN, IEEE (Member), Residence Hall Council, University Scholars, Gamma Beta Phi Honors & Service Society, Red Cross Volunteer & Intramural Basketball

objective or summary

Though this section is optional, it is suggested if you would like to point out specific career interests or include strengths you bring to the organization.

Examples include:

Seeking a co-op position in Mechanical Engineering beginning Spring 2022.

Seeking a summer internship in publishing where I will contribute strengths in writing, editing, and project management.

Seeking an entry-level position in conservation with special interest in natural resource policy and environmental regulation.

Creative and confident sophomore with experience in the customer service industry.

Proven leader who takes initiative and performs tasks with minimal supervision.

education

Begin with your current degree and work in reverse chronological order. Only include institutions in which you have or are expected to receive a degree from. Remove high school information after freshman year. Be sure to include your anticipated graduation date, month and year, and your cumulative and/or major GPA, if above a 3.0.

GPA

Format options:

- 3.4/4.0 GPA
- GPA: 3.7/4.0 major
- GPA: 3.29/4.00
- 3.1/4.0 overall

"College majors and career paths are rarely linear. An art major is now a district attorney and an economics major is a veterinarian."

-Marcy Bullock, Director of Professional Development

VINCENT VETERAN

000 My Street, Raleigh, NC 27695
Cell phone | NCSU email

Innovative and efficient leader seeking full-time position in supply chain management where I will use extensive logistics training and experience developed in the military to help improve performance.

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC
B.S. in Accounting, 3.4/4.0

May 20XX

WAKE TECHNICAL COMMUNITY COLLEGE, Raleigh, NC
Associate in Arts, 3.7/4.0

May 20XX

RELEVANT COURSEWORK: Intermediate Financial Accounting I, Concepts of Financial Reporting, Introduction to Managerial Accounting, Introduction to Income Taxes, Principles of Microeconomics, Principles of Macroeconomics, Legal and Regulatory Environment, Introduction to Business Processes, Economics, Statistics, Calculus.

LEADERSHIP EXPERIENCE**UNITED STATES MARINE CORPS**

June 20XX – August 20XX

Supply Operations and Warehouse Manager, Embassy Security Assistant Commander

- Modernized warehouse procedures to increase efficiency work output by disposing and redistributing over \$2,000,000 of obsolete products to reorganize warehouse operations.
- Analyzed annual, cyclic, spot, and wall inventories to formulate procedures to maximize the amount of storage.
- Trained, supervised and evaluated the performance of over forty subordinates, supervised the storage of hazardous materials with a 0% injury rate, and prepared inventories to monitor effectiveness and progress.
- Coordinated the movement of supplies from contract vendors, airports, and ship ports to their appropriate destination throughout Kuwait and Iraq.
- Organized tracking and planned expeditious movement of high priority cargo such as robotic equipment and protective armor for tactical equipment in and out of Iraq.
- Planned and supervised the movement of \$18,000,000 of serviceable material to the Defense Reutilization and Marketing Office to be redistributed.
- Coordinated, led and supervised the Marine security detail for Secretary of State Hillary Clinton and provided protection for U.S. Diplomats such as Secretary of Defense Robert Gates.
- Created operational procedures for emergency plans and assisted in developing security contingency plans to counteract threats within the embassy compound (i.e. hostile demonstrations, natural disasters and bomb threats).
- Managed the accountability and maintenance for all detachment property, weapons, ammunition, and maintained a 0% injury rate for all Marines attached to the Embassy.

TECHNICAL SKILLS

Eight years of military experience
Experience in supply chain logistics and management
Highly effective time management and multitasking

Basic SAS programming
Proficient in Excel
Willing to travel

ACHIEVEMENTS & TRAINING

Marine Corps Achievement Medals for Logistics (2)
Marine Corps Certificate of Commendation for Logistics and Security
Specialized Training: Basic Warehousing (Honor Graduate), Warehouse Operations, Administrative Operations, Logistics and Embarking, Leadership and Management Training.

relevant coursework

This section is optional. While some students include coursework within the Education section, others create a section of its own. Students often include 1-2 lines of courses (which can include courses you are currently taking), in the following cases:

-You are starting to take major-related courses.

-You wish to emphasize courses related to your specific career interests.

-You wish to highlight courses above and beyond your standard curriculum.

-You wish to inform the reader of the multidisciplinary nature of your major.

experience

This section will dramatically change and grow while you are a student at NC State. While you may start with one part-time job from high school, you are likely to graduate with 2 or more experiences related to your major! This section will be refined each semester may include a combination of the following:

Career related: co-op, internships, research, externship, and course/departmental projects.

Other: Additional experiences that provide evidence of qualities desired in the workplace: part-time job balancing school and work, work in a family business, and volunteer experience.

Alternative Title: Work Experience, Professional Experience, Relevant Experience

Order: Reverse chronological order (most recent first) Heading: Company name,

city + state, position held, dates (month/year) Bullets: Brief, measurable statements that begin with action verbs

Description: Type of company or project, how you contributed, skills used or developed, what you learned or gained

Keywords: Include key terms, knowledge, or tools relevant to your field

Chris PreHealth

123 Main Street, Raleigh, NC 27564
prehealth44@ncsu.edu (919) 453 - 2246

Education

North Carolina State University, Raleigh, NC Jan 20xx - May 20xx
Bachelor of Science in Biological Sciences: Human Biology Concentration, GPA 3.7
Minor: Biotechnology & Nutrition
University of North Carolina at Charlotte, Charlotte, NC, GPA 3.8 Aug 20xx - Dec 20xx

Clinical Experience

Mariam Clinic - Phlebotomy Technician, Cary, NC (96 hours as of 5/11/20xx) 20xx - Present

- Utilize certified phlebotomy skills as a volunteer for free weekly healthcare clinic
- Explain and perform venipuncture procedures on patients, minimizing patient discomfort
- Assure proper blood specimen collection & identification, safely store samples for transportation

Scribe America - Emergency Department Medical Scribe, Charlotte, NC (320 hours) May - Dec 20xx

- Accurately document all work, treatment procedures and medical decisions
- Locate past medical records, enter medical data, observe the physician during patient encounters

Cary Assisted Living, Cary, NC (60 hours) Aug - Dec 20xx

- Talk, read, sing and play games with patients

Shadowing - Internal Medicine, OB-GYN, Dermatology, and Pediatrics (72 hours) May - Aug 20xx

Research Experience

Biotechnology Summer Undergraduate - Research Assistant, Raleigh, NC June - Aug 20xx

- RNA structure analysis and annotation of the 5' UTR regulatory region of cancer genes
- In silico design of translation regulation cassettes for mRNA therapeutics
- Actively conduct research for 29 hours weekly to achieve aims and expectations

Leadership & Activities

Pre-Medical Club - Co-President May 20xx - Present

- Coordinate speakers, work closely with officers, lead fundraisers, and present to 1st-year students

Stem Journal Club - Co-Founder & Co-President May 20xx - Present

- Establish and lead the club for students with summer research impacted by COVID-19
- Lead weekly research discussions, create and maintain social media, and coordinate speakers

Biological Sciences Transfer Student Membership - Peer Mentor Aug 20xx - May 20xx

- Mentor to 5-10 students per semester

Honors & Certifications

Undergraduate Honors Program in Biological Sciences Aug 20xx - Present
Phlebotomy Technician - American Academy of Phlebotomy Technicians July 20xx

Volunteer & Other

Boys and Girls Club - weekly tutor Aug 20xx - May 20xx
Spanish - conversational
Experience as restaurant server and lifeguard
Hobbies - tennis, reading and juggling

"I have two key words when it comes to resumes- relevance and consistency. The information needs to be relevant to the situation, and the formatting needs to be consistent throughout."

-Courtney Mulveney, Career Identity Coach

involvement and honors

This is not a section to overlook! It is a section where you can differentiate yourself and help the reader get to know you as a potential colleague. Draw from accomplishments and interests developed at NC State, in the community, on your own, and significant items (only) from high school. You can create a general title for this section or specific.

Variety

Leadership + Service, Honors and Involvement, Achievements and Interests

Specific

Study Abroad, Relevant Projects, Certifications, Licensure, Leadership Roles

Graduate Students

Industry Experience, Research Experience, Teaching Experience, Presentations, Conferences, Publications

Need additional examples?



SCAN ME!

Scan the code above or visit go.ncsu.edu/resume-examples for CV examples, non-traditional student examples, skills based resume (for people in career transition) and more!

Finley Firstyear

they/them/theirs
413 Turlington Hall • Raleigh, NC 27607
ffirstye@ncsu.edu • (919) 123-4567

EDUCATION

North Carolina State University | Raleigh, NC
Bachelor of Arts in Psychology, Minor in Theatre
GPA: 3.3 / 4.0

May 2024

WORK EXPERIENCE

Independent Childcare | Caregiver | Raleigh, NC

Aug 2019-Present

- Serve as caregiver for two families with children from age two to six.
- Plan and prepare engaging activities for children's enrichment.
- Maintain a safe environment for children to learn and play.
- Complete household chores and errands as needed.

The Acorn Restaurant | Hostess, Server | Raleigh, NC

Jan 2020 - April 2020

- Tracked the list of incoming guests and communicated availability to them based on knowledge and awareness of open tables and party size
- Developed customer service skills by efficiently serving customers and adhering to food and product standards.

The Aquatic Center | Lifeguard, Swim Instructor | Raleigh, NC

Jan 2019 - Sept 2019

- Trained to administer first aid and cardiopulmonary resuscitation, and prevented numerous injuries through enforcement of safety rules and monitoring recreational areas
- Taught 100+ students proper breathing, stroke, diving and safety techniques based on Red Cross Water Safety Instructor standards

CAMPUS INVOLVEMENT

Arts Village | Resident & Hall Council Member | Raleigh, NC

Fall 2020-Present

- Participate in a living and learning community of over 150 students with a focus on appreciation and cultivation of the arts.
- Serve the community as a member of Hall Council by organizing and executing social programming throughout the year including the annual Turlington Haunted Hall program.

University Theatre | Crew Member | Raleigh, NC

Fall 2020-Present

- Support tech crew during load in for all shows during Fall semester.
- Create theatrical makeup designs and apply cosmetics to cast members during three university productions after taking a course in makeup design for the theatre.

HONORS AND ACHIEVEMENTS

- NC State University Scholars Program
- Raleigh Friendship High School Vice President of Theater Club
- North Carolina Women's High School Swimming 4A All-State
- Raleigh Friendship Women's Varsity Swimming Scholar Athlete
- Raleigh Friendship Youth Leadership Organization Inductee - Member

it's ready to use when ...

- there are no spelling, grammatical errors or spacing inconsistencies.
- bolding, underlining, italicizing has been used intentionally to highlight key information.
- your experiences highlight measurable accomplishments in the most professional way.
- you have reviewed and proofread your resume carefully, at least twice.
- you have had it reviewed by a career services professional.

From Caterpillar:

do this

Tell a Story. It's important to communicate the right information as clearly as possible by telling a story. Let recruiters know why you are qualified and unique.

Make an Impact. Use measurable data to show how you made an impact in an organization. Show examples of how you have made an impact on business processes, operations and have demonstrated entrepreneurship. Bullet point out your information and provide as many detailed metrics as possible, while keeping it succinct.

Be Transparent. Transparency stands out. Only put skills on your resume if they're applicable to the role and can be fact checked.

Stand Out. We look for individuals with a well-rounded background. It's important to see what you are doing to develop yourself.

not that

Filling your resume with "fluff." A resume should be no more than two pages depending on skill level. Leave off personal information and summaries that don't include metrics in order to maximize your space.

Using the same resume for every application. Each resume should be tailored to the position you're applying for. Each application should be tailored slightly to address the requirements of the role. Each bullet point should be directed towards what matters to the organization.

the power of action verbs

Take a look at the work experiences below and note the positive impact made by using action verbs! Action verbs help you highlight your skills in a persuasive, concise, professional way. Try to use a different action verb for each bullet point or statement.

example:

IBM, Research Triangle Park, NC

Human Resources Intern

Summer 2016

Without action verbs

- Duties included administrative tasks in an office setting.
- The needs of recent hires were collected, documented, etc.
- I was involved in a variety of other activities, as needed.

With action verbs

- Worked** with a project team on the redesign of New Employee Orientation.
- Interviewed** 15 recent hires to gain insight into the needs of new employees.
- Wrote** reports and presented results to project team.

action verbs by skill set

administrative		analytical		communication	
approved	prepared	assessed	investigated	advertised	drafted
budgeted	processed	calculated	observed	arranged	edited
calculated	produced	computed	performed	authored	explained
corresponded	projected	conducted	preserved	brainstormed	interacted
distributed	purchased	conserved	programmed	clarified	interviewed
evaluated	reported	created	proposed	collaborated	listened
generated	reviewed	determined	refined	communicated	marketed
inspected	scheduled	developed	researched	composed	negotiated
interviewed	supplied	devised	reviewed	consulted	published
operated	updated	evaluated	revised	discussed	reported
planned	validated	identified	solved	documented	synthesized

creative		helping		leadership	
composed	initiated	advised	facilitated	administered	founded
conceptualized	integrated	advocated	fostered	appointed	generated
created	modeled	assessed	guided	assigned	handled
customized	modified	assisted	helped	chaired	initiated
designed	originated	clarified	implemented	conceived	instituted
developed	performed	coached	inspired	coordinated	led
devised	photographed	coordinated	led	created	lobbied
formulated	produced	counseled	motivated	delegated	managed
founded	revitalized	demonstrated	performed	developed	motivated
generated	shaped	diagnosed	presented	directed	organized
illustrated	sketched	educated	provided	established	originated
improvised	solved	encouraged	referred	executed	oversaw

research		technical	
analyzed	extracted	adapted	engineered
clarified	formulated	analyzed	evaluated
collected	inspected	assembled	fabricated
compared	interviewed	coded	implemented
conducted	investigated	conserved	installed
detected	measured	constructed	maintained
determined	organized	converted	manufactured
diagnosed	researched	created	operated
evaluated	solved	debugged	programmed
examined	summarized	designed	repaired
experimented	surveyed	devised	restored
explored	tested	diagnosed	tested

cover letters

A cover letter accompanies your resume when you send it to a prospective employer. It conveys your sincere interest in the position and/or organization. It emphasizes a few key points in your background that are relevant to the opportunity.

When all things are equal between candidates, the time you spend on your cover letter can pay off! Your letter provides an additional way for employers to assess your written communication skills as well as your level of interest in the position and/or organization.

when to use

- when you email your resume to an employer.
- when you apply through ePACK and the employer requires a cover letter.
- when you apply online for a position and there is an option to upload a cover letter.
- when you send your resume via U.S. mail.
- you will not need a cover letter for settings where you meet in person (career fair, info session, and interview).

who to contact

It is always advantageous to send a cover letter to an individual – one you know well, one you have recently met, one recommended to you, one you find in ePACK, LinkedIn, or through the employers' social media. However, there will be times when you do not have a contact. In that case, direct your letter in a variation of the following: IBM Representative, Hiring Manager, Director of Research and Development, and Human Resources Representative.

where to start

Create one basic letter when you begin your job search. Though it may be tempting to use the same letter for every opportunity, it is to your advantage to tweak it slightly to match the opportunity. You may wish to emphasize specific coursework or experience for different positions. This five minute update can make a difference!

Email: brief, 1-2 short paragraphs, the body of the email is your letter.

Print: half page, 3-4 short paragraphs, font style matches resume.

sample cover letter – email

Ms. Johnson,

It was a pleasure to meet you at the Humanities & Social Sciences Career Fair today. As you may remember, I am graduating in May with a B.S. in English and am currently working as an Editorial Intern at the NC State Wolfpack Club.

I am very excited about the Publishing Assistant position at SAS. This is an outstanding match with my strengths in writing and editing as well as leadership developed through my fraternity. I appreciate the time you spent with me at the career fair today and I look forward to talking with you further about this opportunity.

Thank you,

Alex Author

Your Address

Your phone, Your email

sample cover letter – print

COVER LETTER INSTRUCTIONS

Your Name

1234 Street Name | Raleigh, NC 27607 | (123) 456-7899 | ABC123@ncsu.edu

Date

Hiring Manager, Title
Company/Organization Name
Address Line 1
Address Line 2

Dear Mr./Mrs./Mrs./Dr. Last Name:

Paragraph 1: This paragraph is brief (2 – 4 sentences). Tell the reader why you are writing, including the title of the position and the company’s name. Highlight your education and years or positions of (related, if possible) work experience. If someone at the company told you about the opportunity, and they would serve as a positive reference for your candidacy, you can mention how you learned of the position from this person. If the employment opportunity is out of town, state your interest in the location/relocating.

Paragraph 2: This is the body of your cover letter, which can be two shorter paragraphs (3 – 4 sentences each) or one longer paragraph (5 – 7 sentences). Select 1 – 2 related experiences to highlight to the employer. For each experience, mention a major accomplishment(s) or main responsibilities and the skills you developed that would aid you to be successful in the job you are applying for. Try to integrate key words from the job description into this section, if possible. If you don’t have direct related experience, strive to highlight transferrable skills instead.

Paragraph 3: This paragraph is brief (2 – 4 sentences). Close by conveying your genuine interest in working for the company. Express interest in discussing this position and your qualifications in greater detail, and graciously thank the employer for his/her/their consideration.

Sincerely,

Sign Your Name Here

Your Typed Name

To show consistency, use the same header on resumes, cover letter and reference page

JILL FIRST-YEAR

1234 Wolfpack Rd. | Raleigh, NC 27613 | 919-777-5555 | jmfirstyear2@ncsu.edu | linkedin.com/in/Jillfy2

Feb. 10, 2020

If you don't have a contact person, simply include company name and address

Key Tech
40 E. Cross Street
Baltimore, MD 21213

Include education

Dear Hiring Manager:

Always use a colon here
Dear Hiring Manager can also be used if you don't have a contact person

Include position title and company name in which you are applying

As a sophomore at North Carolina State University in Mechanical Engineering, I am writing to express my interest in the Mechanical Engineer Intern Position. I am passionate about improving the healthcare industry through creative product design and development, and have the skills, experience, and enthusiasm to learn and succeed as a valuable member of the Key Tech team in Baltimore Maryland.

Include position and company name in each paragraph

1st related experience
Can be current or previous

While working as a STEM Coach for STEM for Kids, I applied my strong science and math background to quickly understand concepts in programming, robotics, mechatronics, biotechnology, and various engineering disciplines. There, I taught basic coding in Python on Raspberry Pis and led projects to demonstrate circuitry and automation with breadboards, resistors, motions sensors, light sensors, and ultrasound sensors. Additionally, I assisted students in designing and marketing robots for target consumers in our engineering entrepreneurship camp. I currently enjoy teaching myself Java as I develop fun activities for a new coding curriculum that I am writing for the franchise's future summer programs.

Highlight accomplishments in role and skills developed

2nd related or additional experience (optional)

By working as a Sewing Designer for Pleasant Grove United Methodist Church, I gained experience in brainstorming and constructing both effective and beautiful designs to meet consumers' specific needs. My ability to look for both efficiency and overall aesthetic in product design, contributed to my team earning first place and the title of "Most Creative" at NC State's Freshman Engineering Design Day. I am currently developing proficiency in SOLIDWORKS and mechanical concepts which I look forward to applying this semester in projects which require solutions that involve rapid prototyping as well as thermal and structural analysis.

The opportunity to work for Key Tech as a mechanical designer would truly be a dream position for me. I am eager to further develop my skills and get my hands dirty in such an inspirational environment. With the mind of an engineer, entrepreneur, and designer, I am confident that I can contribute to your team. I look forward to hearing from you to discuss this position in more detail. Thank you for your consideration.

Sincerely,
Jill First-Year

Sign your name with script font or print, sign your name and scan onto your computer

Reiterate that you'd benefit the company team and graciously thank the employer for his/her/their consideration

Cover letter should be NO longer than this length

thank you letters

Your thank you letter is an expression of appreciation. When all things are equal between candidates, thank you letters (like cover letters) have the potential to make a difference! It shows not only your sincere interest in the opportunity, but also the professionalism you will bring to the workplace.

interviews

Email a brief thank you note to the individual who conducted the interview (or set up the interview). If more than one person was involved, ask the individual to share it with others who participated. Email your letter within 24 hours of your interview, getting it into their hands quickly. A letter or handwritten note sent through the U.S. mail could take one week to arrive and is not advised when time is of the essence.

other uses

During the job search, there are multiple opportunities to write thank you letters. In these cases, letters can be emailed, handwritten, or typed. Time is generally not of the essence and you have time to select the method that is most appropriate for the situation.

- thank individuals who have taken time to provide advice or suggestions for your job search.
- thank individuals who have agreed to be a reference (graduating students only).
- thank individuals who have written a letter of recommendation on your behalf.

sample thank you letter – email

Mr. Clark,

I wanted to take a moment to thank you for coming to NC State to conduct interviews at the Career Development Center today. I met with you at 1:30pm and also attended your information session last night in Dabney Hall.

As an upcoming December graduate with a B.S. in applied mathematics, the analyst position is an ideal match. It utilizes both my strong analytical as well as project management skills. Being from Charlotte, the location is ideal as I have focused my search in that area. I look forward to hearing from you soon!

*Avery Analysis
North Carolina State University
Senior, Applied Mathematics
Your phone / Your email*

other job search documents

curriculum vitae (cv)

CVs are typically used by graduate students seeking academic or research positions. The format of a CV contains more detail than a resume and is likely to be two or more pages in length. Unique sections included on a CV may include the following:

- areas of expertise
- research experience
- industry experience
- teaching experience
- certifications/licensure
- scholarships/fellowships
- conferences
- presentations
- publications

transcripts

An unofficial transcript is most commonly used in the job search. Download a copy from MyPack Portal when you begin your search. Store a copy in ePACK to use when applying for positions where a transcript is required. Order an official transcript only when an "official" version is required.

MyPack Portal

Unofficial transcript: "View Unofficial Transcript" (no charge)

Official transcript: "Order a Official Transcript" (\$12.00 ea.)

list of references

If you are graduating this year, we recommend that you create a list of 3 references in advance. Select individuals who know you well and can speak of your strengths: advisor, faculty, work supervisor, or community member. Once you have their permission, add them to your list. Meet with your references in person and provide a copy of your resume as well as helpful information about your goals and interests.

letters of recommendation

Letters of recommendation are most often requested for graduate programs, scholarships, fellowships, and positions in academia. They are rarely requested for positions in industry. Those who serve as your references may also write your letters of recommendation. These letters take time to compose and should be requested well in advance of deadlines. Therefore, when making your request, notify your references of the specific date by which you need the letter and make sure that the request is made at least two weeks prior to the deadline. Also, make sure that those who will be writing letters have all the information they need from you. If they will need to send the letter directly to the final destination, then provide the address. As stated earlier, give them an updated copy of your resume and also share information about the graduate program, scholarship, fellowship or academic position you are applying for.

work samples

If you have a project you would like to share with employers, create a sample to bring your work to life! Send your work sample with your resume (or include link on your resume). Bring your work sample with you to an interview.

Format Options

Document: summary of design project including a drawing or photo and details.

Website: effective site navigation including strong use of visuals.

Media: sample marketing or public relations piece displaying effective message.

Report: summary of analysis showing trends or results, including visuals.

sample references

CHARLES COGNITION

6111 Cedar Ct. 919.555.9999 Raleigh, NC 27605
cccognit@ncsu.edu

LIST OF REFERENCES

Jenna Montgomery Armstrong, M.S., Advisor

Department of Psychology
North Carolina State University
Campus Box 8101
Raleigh, NC 27695
Phone #, Email Address (Academic Advisor)

David Ellmore, Ph.D., Program Director

Public Health Research Unit
RTI
3040 E Cornwallis Rd. Durham, NC 27709
Phone #, Email Address (Internship Supervisor)

Ken Johnson, Associate Director

University Scholars Program
North Carolina State University
Campus Box 7316
Raleigh, NC 27695
Phone #, Email Address (Program Leader)

“Begin your internship/job search early. Even if you plan to graduate in May, or gain a summer internship, start your search during the fall semester. According to feedback from NC State graduates, the majority of new graduates that receive job offers start their job search six months or more prior to graduation.”

-D.R. Ingram, Jr., Associate Director, Student Career Services



nailing the interview

An interview is your opportunity to shine. Knowing what to expect and preparing for it will give you confidence and allow you to perform to the best of your ability.

visit the career development center for a mock interview

Preparation is one of the keys to a successful interview. Your career counselor can help you in practicing the questions you might receive at an interview as well as provide suggestions and tips to calm pre-interview jitters.

Another option is practicing with actual employers during our mock interview day which takes place both fall and spring semesters.

employers want to learn three things about you during an interview:

1. Can you do the job? (your skills/credentials)
2. Will you do the job? (your motivation)
3. Are you a good fit? (relationships)

look for opportunities to match your background with their needs

This requires preparation – employer research and self-knowledge. Employer research can be as simple as a review of their website or more advanced to include conversations with representatives of the organization, speaking with classmates who have worked there or using sites like Glassdoor. Self-knowledge includes a careful evaluation of your background to identify the breadth of your skills, interests, and accomplishments developed in every part of your life – academic, work, campus, and community. Since employers are also hiring a colleague, your personal characteristics count. Look for ways to convey these through your thoughtful, well-prepared questions and answers.

Virtual interviewing tips

- Test the virtual interview program and your audio/video in advance.
- Call in early. Allow time to resolve any problems that may occur.
- Talk to the camera, not the screen.
- Keep your background uncluttered without distractions.
- Dress professionally from head to toe.

the STAR method

Use the STAR – Situation, Task, Action, Results – method to answer behavioral questions:

situation or task



Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.

action taken



Describe the action you took. If you are describing a group project, focus on your role.

results achieved



What did you accomplish? What did you learn?

your preparation

Which situations or tasks will you draw from? Examine past or present experiences on campus, at work, and in the community. Think through those you are likely to use as examples. Prepare an outline for each with a beginning, middle, and end – keeping in mind the employer's use of the STAR approach. Be sure the result reflects positively on you, even if the result itself was not favorable.

types of interviews

screening interviews

These are used by employers to quickly gauge your fit with their position or organization. Because this interview is brief you must make an immediate positive impression.

If mutual interest is established, you will be invited for a second interview, the selection interview.

phone interview

Arrange a quiet place to make or receive your call. Have your resume and supporting documents in front of you. Realizing you are not able to exchange non-verbal cues with the interviewer, you will need to convey your energy and enthusiasm through your voice.

Hint: standing up helps!

career fair interview

Your focus on the conversation at hand is key. Prepare a brief introduction (your two minute elevator pitch) to begin your conversation. Be aware of the employer's cues as to whether it is appropriate to elaborate or wrap up. Some employers will create their phone, campus, or site interview schedules at the fair.

One-way / on-demand video interview

Employers conduct this interview via a virtual hiring platform that prompts candidates to record their responses to pre-set questions. You will be asked to give your answer in just a few minutes. Companies may vary, some may allow practice recordings; while some, will only allow you one opportunity to record and submit. It is helpful to practice answering questions by recording yourself on a smartphone or computer to get used to answering on camera. Your recorded responses are forwarded to the employer for review.

on-campus interview

Information about these interviews (employers, opportunities, and requirements) is found in ePACK.

selection interviews

The selection interview follows a successful screening interview and can take place virtually or at the employer's site. This interview can range from two hours to multiple days. On site, you will have the opportunity to observe the work environment. You will have several opportunities to make a positive impression since many personnel often have a voice in the hiring decision. You will meet with multiple interviewers who represent various positions and units - human resources, a recent college hire, team members, a supervisor, a high level manager. Every interaction counts from the beginning to the end.

behavioral vs. traditional interviews

behavioral interviews

The majority of employers are now using behavioral interviews. Employers first identify the characteristics important for success in their organization. Then employers choose questions to help them identify candidates who possess these characteristics. Behavioral interviews are based on the notion that past behavior is a good predictor of future behavior. A behavioral question will ask you to recall a past situation or task, explain how you responded or the action you took, and describe the outcome or results you achieved.

Common behavioral interview questions:

- *Describe a situation in which you were able to persuade someone to see things your way.*
- *Describe a time when you were faced with a stressful situation that - demonstrated your coping skills.*
- *Give me a specific example of a time when you used good judgment and logic in solving a problem.*
- *Give me an example of a time when you set a goal and were able to meet or achieve that goal.*
- *Tell me about a recent situation in which you had to deal with an upset customer, co-worker, or classmate.*

traditional interviews

A smaller group of employers conduct traditional interviews. These interviews follow the organization of your resume.

Your resume is used as a guide to probe your preferences, decisions, and achievements as demonstrated through academic, work, campus, and community involvement.

Common traditional interview questions:

- *Tell me about yourself.*
- *What do you consider to be your greatest strengths?*
- *What is your proudest accomplishment?*
- *What motivates you most in a job?*
- *Why should we hire you?*
- *What do you know about our organization?*
- *Why did you choose your major?*



your preparation

A well-prepared resume will help you with this style of interview. Think through every accomplishment on this document. What did you learn from each experience so that you can clearly articulate this to the employer? Help an employer get to know you and all that you have to offer.

answering tough questions

tell me about yourself.

Keep your answer short. Avoid your life story and information not pertinent to the job. This is your 90-second introduction. Include information such as your education, accomplishments, internships, experience, what you are seeking in a job, and how this position fits into your future goals. This is your opportunity to answer "Why should we hire you?"

what do you know about our organization?

Employers ask this question to see how motivated you are and how enthusiastic you are about the position. Show your genuine interest by doing some research, which will help you determine if the employer is the right fit for you and your career goals. Dig deeper than visiting the homepage of a website. Take the time to thoroughly research the employer by becoming familiar with any current events going on within the company, obtaining a copy of their annual report, and learning about competitors.

what is your greatest weakness?

Never say you don't have any weaknesses. You should address an opportunity for growth and describe how you are turning this weakness into a strength. Re-frame the question to put the emphasis on this opportunity and typically use only one example. Don't use the word "weakness."



One of the areas I am wanting to grow in is my website development skills. I think this will always be valuable in the kind of work I am doing. Right now, I am enrolled in a course which will enable me to add two new software programs to my skill set.

what are your strengths?

Re-frame the question by connecting your strengths directly to the job. Supporting your answers with specific examples gives them more credibility.

I was pleased to see you were seeking someone with strong organizational skills. I have strong leadership and organizational skills, developed from when I was in charge of alumni relations for my fraternity, which required significant event planning and maintaining a 300+ alumni database.

what type of salary are you looking to make?

This question requires research. If the range is not given in the job description, research average and starting salaries posted on-line and available through the NC State Future Plans Survey isa.ncsu.edu. Come up with a range based on research. A good range is 3-5K. When you present this information, put it back in the employer's court.

After doing some research on starting salaries in this field, I have come up with a range of \$\$\$\$ to \$\$\$\$. However, I am open to negotiation and also realize that other benefits are part of this position's package. Is this range in line with what you had in mind?

why should we hire you?

Communicate your value to the organization. Select 2-3 strengths relevant to the job that you can highlight, supported by specific examples.

You should hire me because I am someone who has a strong work ethic as demonstrated by my ability to maintain a GPA over 3.0 while working 20 hrs/week. I am reliable and a leader among my peers. My position of vice president of the PRSSA provided many avenues to develop my leadership skills. And finally, in all that I do, I bring professionalism and a positive attitude. I look forward to contributing all of these attributes to your organization."

what to wear

Traditional interviewing attire is expected by most employers. Choosing appropriate attire allows you to feel comfortable in your interactions and confident that you are making a positive first impression. Interview attire is expected in virtual and in-person.

professional attire

Dark suit jacket and pants or skirt - should be matching colors
Nice slacks with tailored shirt
Dark socks to match slacks
Shoes should be low to medium heel shoes or dress shoes, polished
Conservative jewelry



business casual

Business casual is one notch down from traditional interviewing attire and is acceptable for interns and co-ops and graduating students attending information sessions, receptions, and social events hosted by employers.

Nice slacks with coordinating (not matching) jacket, tailored shirt
Dresses/Skirts
Neat and clean dress shoes
No jeans, shorts, sundresses or athletic wear

get the look

Professional attire resources available through Wolfpack Styled, our professional clothing closet. go.ncsu.edu/wolfpackstyled



always ask questions

When an employer asks, “Do you have any questions?” The appropriate response is YES! If you say, “No thank you, you have answered all of my questions,” you have missed an outstanding opportunity. Asking questions shows the employer that you have come to the interview prepared, you are serious about the organization and opportunity, and you are interested in learning more.

Could you describe a typical assignment of a summer intern?

Could you describe the career paths available to someone with my skills or background?

How is performance evaluated?

I have read about the mentoring program on your website. Would you tell me more about the program?

What is the supervisory style of the manager in this group?

Could you describe the current projects the group is working on?

How would you describe your working environment?

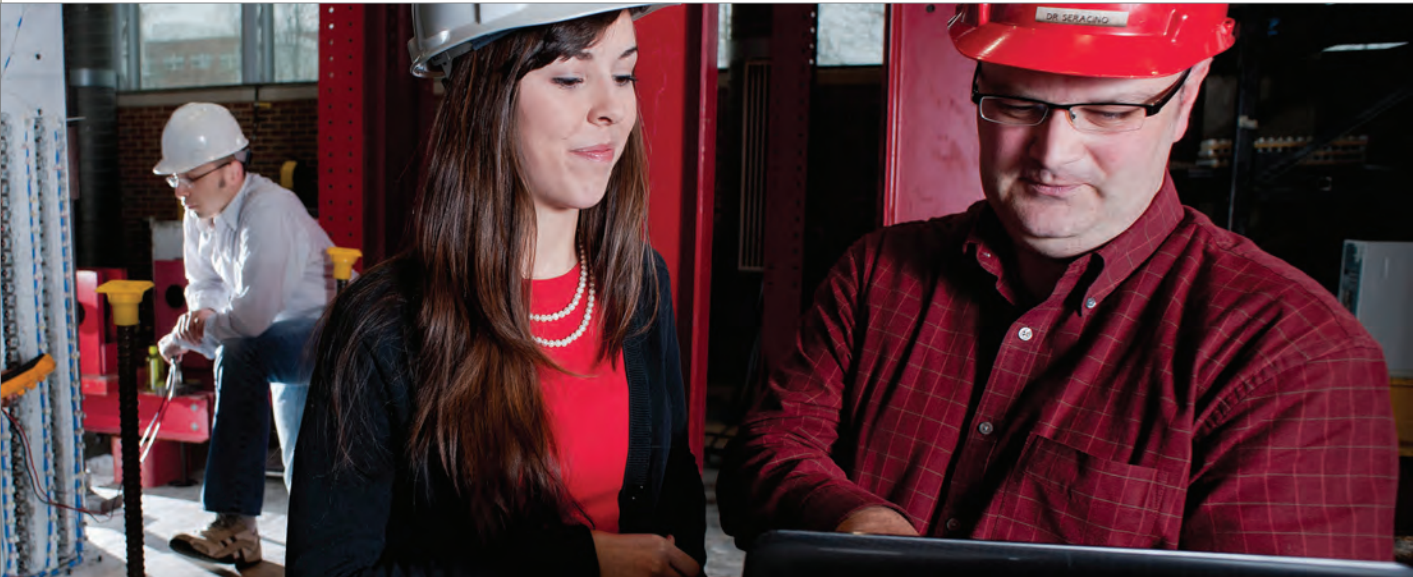
What are the organization’s plans for future growth?

“Do not wait until an actual interview is scheduled before you prepare and practice your interviewing skills. Start early and schedule a mock interview at the Career Development Center and also practice on your own.”

-D.R. Ingram, Jr., Associate Director,
Student Career Services

getting experience market yourself

Employers look for students who have work experience in their major prior to graduation. Two of the most common ways to gain experience are through co-ops or internships.



co-ops

The co-op program is your opportunity to gain hands-on job experience while pursuing a degree. Students alternate semesters of full-time study with full-time semesters of work, starting as early as your sophomore year.

benefits of a co-op

- Be well-paid for your hard work - co-op students earn an average of more than \$22 per hour
- Strengthen your job prospects after graduation
- Explore career fields and confirm whether your choice of major is the right one
- Graduate with 12 months of full-time, major-related work experience
- Integrate classroom learning with real world work experience
- Enter the workforce with a higher starting salary after graduation

get started

There are multiple ways to get started on finding co-op opportunities

- Attend a co-op information session
- Work one on one with a co-op coordinator
- Join co-op networking events and job fairs

visit go.ncsu.edu/co-op



Terence Chandler
Computer and Electrical Engineer, GE co-op

“Co-op is truly one of the greatest programs at NC State because it helps provide stability, job security, growth, and development both professionally and personally in an extremely unique way.”



internships

Many students seek internships as a way to gain career-related experience prior to graduation. Most students choose internships during the summer, while others prefer part-time during the semester. Internships are usually paid.

benefits of an internship

- learn about a specific career, employer, and industry
- gain experience in the same or with different employers each year
- develop career-related skills, experiences, and confidence
- make professional contacts for the future

when to start

The choice is yours. Most students seek an internship after their 1st or 2nd year at NC State. Some employers may require certain major-related courses completed. Our suggestion is to start the process early, as conversations you have now can lead to an internship later!

where to look

- be where employers are!
- create an ePACK account and find postings, interviews, events, and employer contacts.
- attend career fairs related to your major and talk with employers.
- take advantage of employer activities taking place in your academic department.

ePACK

apply to thousands of jobs and internships listed just for NC State students: go.ncsu.edu/ePack

From Caterpillar

Internships are a way to gain real world experience. If we see internships on your resume, it shows that you have put in the time and effort to seek meaningful opportunities to develop your career. While in a Caterpillar internship, we can understand your capabilities in a variety of aspects, including professionalism, interpersonal skills, initiative, etc. It's also a chance for you to understand us – our culture, our people – and decide if it is a good long term fit for your career desires.

strategies that work

Strategies with a high success rate include personal interaction with employers. While employers encourage you to “apply online” – taking this extra step is a key way to differentiate yourself as a candidate.

Reach out to employers through their social media or a contact you have within the organization. Let everyone know about your search. One great tip can lead to an interview!

how to connect

- meet company representatives who attend career fairs.
- interact with employers who conduct information sessions.
- introduce yourself to employers who present to student organizations.
- communicate with employers through their social media.
- email an employer contact suggested by a classmate.
- consult with family and friends for ideas and leads.

“Craft a personal story with a memorable hook to impress employers. This is a big stumbling block for students. Practice this with your career coach. We can help.”

-Marcy Bullock, Director of Professional Development



career fairs

Each year, over 750+ employers engage NC State students at career fairs. Most colleges on campus host a career fair, and students from all majors are invited to attend. A career fair is an excellent opportunity to:

- explore career fields and current opportunities with your major and background
- expand your network of contacts
- receive advice from recruiters on the job/internship search
- obtain an interview with an employer

before the fair



View the list of attending employers in advance on the Career Development Center website.

Research the employers you would like to speak with so you can have a knowledgeable conversation with recruiters about their organization.

Prepare your resume and have it reviewed.

For in-person fairs, take several copies of your resume to the fair - carry in a portfolio or folder.

Practice your 20 second introductory speech that includes:

- who you are
- your area of interest
- why you are interested in their organization
- relevant skills you have to offer

Hi, my name is Joe Smith, and I am senior studying communications with a concentration in public relations. I am currently seeking a full time position in a PR firm where I can contribute skills I've developed at a recent PR internship with the XYZ corporation, including project management and interpersonal skills.

day of the fair

Dress professionally – seeking a full time position? Wear a business suit (men and women). Seeking an internship? Business casual will work. See our interview section for more on dress code.

Speak to recruiters! Be intentional and have conversations with the recruiters - they want to speak with you! Request contact information when possible from those you speak with in order to follow up.

If you are nervous, speak first with an employer that is not on your target list to use as a “practice” session. You will develop confidence to speak with your targeted employers.

Go early, if possible, when recruiters are fresh.

after the fair

Send thank you notes to employers you spoke with and follow up with the application process as directed by employers.

A complete list of career fairs, dates, and participating employers can be found at: go.ncsu.edu/careerevents



speaking with company representatives with Caterpillar

What are some good tips & best practices you would like students to know when networking and applying for roles at your organization?

Study the organization you are interested in and be prepared to **speak confidently** to company representatives. When studying Caterpillar, you would learn that we are a world leader in construction and mining equipment—creating innovative, cutting-edge products and services that help our customers build the world around us. With that level of impact comes the platform to care for the world we work in. That's why we lead sustainable green initiatives to preserve the environment, help reduce poverty with the Caterpillar Foundation, and stay involved in the communities we help build. Once you've mentally prepared, make sure you are physically ready. Appearance and conduct matter during in-person interactions. **Dress appropriately** for an event – if it's a career fair, flip flops and a tank top aren't a good look, but neither is a tux with tails. When talking to an employer, **smile, be courteous and upbeat, and ask questions**. We know you don't know everything about us, but asking questions lets us know you are interested. Also, **use appropriate language** – we don't want to have to have a thesaurus with us to understand you, and at the other end of the spectrum, avoid cursing/risque comments at all costs! Finally, if an employer directs you to an online portal to apply, please **take the time to follow up** with them, otherwise, you may put yourself out of the running, no matter how good your interaction was.

Why is it important to visit employers like your organization at career-related events and programming on campus?

Caterpillar, like most product development companies today, has a highly interactive environment, and **getting to see how you interact on a personal level can help us to better understand your capabilities**. Events we attend are a **chance for you to differentiate yourself** via getting to know a little about you personally, and as importantly, a great chance for you to talk with us to see if our company and culture are what you're looking for in a future career.

Why are internships important to your organization?

This is no longer the age of fetching coffee and filing paperwork – **At Caterpillar, our interns do meaningful work that impacts lives across the globe starting from day one**. Internships create a talent pipeline for some of our key positions. Not only do internships help us fill our entry level positions but **having interns at Caterpillar opens the door for a fresh outlook and perspective to be brought into our work environment** that will spark innovation and drive change and real-world impact.

What is something that you wish you did as a student prior to graduation to prepare you for the professional working world?

It's important to **spend time getting involved in clubs and groups relevant to your career desires**. Participating in internships gives students the opportunity to **gain practical, challenging and meaningful on-the-job work experience**.



what belongs on LinkedIn?

setting up your profile

1. Add a profile photo: it doesn't have to be fancy- choose a photo of yourself in front of a plain background.
2. Craft a personalized headline: speak directly to your audience. Use your headline to help yourself stand out in the pack!
3. Create a summary: highlight your biggest achievements and let others know the type of connections you are seeking.
4. Education: starting with college, list your educational experiences. Include summer courses, minors, and organizations you participate in.
5. List your experience: include all employment, volunteer work, and internships. Add detailed descriptions to each position-- bullet points work great!
6. Skills: add at least 5 key skills to your profile. This creates more opportunity for others to find your profile.
7. Courses: list relevant courses to highlight the skills and interests that you are most passionate about.
8. Seek recommendations: ask managers, professors, and others you've worked with closely to write a recommendation. This gives extra credibility to your strengths and skills.



The perfect profile photo is professional and shows your personality. NC State offers free headshots throughout the school year.

YOU ARE NOW CONNECTED TO QUINN JOHNSON

did I get the job?

dos and don'ts

Always customize your connection requests. Personalized messages make people feel important, which furthers your relationships with your connections.

Stay active with posts, replies, and adding new connections.

Connect with alumni. Alumni are a great resource for informational interviews.

Ask interesting people to meet for coffee or lunch to learn more about what they do.

Don't use a profile photo that requires cropping someone else out.

Don't accept every connection. Be aware of spammers!

Don't connect with the hiring manager. Feel free to view their profile pre-interview, but it is more appropriate to wait to connect after you have landed the job.

Don't post irrelevant content. You are building your professional brand-- try to keep your posts and profile relevant to the industry you're interested in.

Check out PackPros for LinkedIn Workshops
go.ncsu.edu/packpros



Connect with us on

LinkedIn: <https://lnkd.in/dAd2bpB>

and Join our group: <https://lnkd.in/d5UibWG>

life after undergrad



graduate school

exploring the option?

Among the many paths you have to choose from after graduation is the pursuit of a graduate degree. As you decide whether or not graduate school is the right move for you, be sure to do the following:

- research your career field of interest. Is a graduate degree required? Should you work a few years before going back to graduate school?
- research the outcome of what a graduate degree will provide; higher salary? More opportunities in your field? Evaluate what is most important to you.
- talk to faculty and advisors in your field of interest and get their feedback on your graduate school plans.
- research graduate schools and programs your junior year to become informed of the application process, deadlines, and options.

pre-professional programs

Many NC State students follow their undergraduate education with an advanced degree at a professional school. Our pre-professional programs provide preparation support to students in pursuing health-related, dental, veterinary, or law degrees.

pre-health advising

Resources are provided to students interested in exploring the health professions and applying to professional school. The health professions often include Medical, Dental, Physician Assistant, Physical and Occupational Therapy, Pharmacy, Optometry and more. prehealth.dasa.ncsu.edu

Services include:

- prerequisite course selection
- becoming a competitive candidate
- personal statement tips
- practice mock interviews
- professional school selection
- application test planning
- gaining volunteer and clinical experience

Getting started:

Review the pre-health website, join the pre-health listserv and schedule an advising appointment.

Recommended:

Join the pre-health club and sub-group of interest (medical, dental, etc.), attend workshops/seminars and the annual Health Professions Fair, get involved and plan ahead.

pre-law advising

Students interested in exploring and preparing for law school learn about the law profession, and receive guidance on preparing for law school and the application process.

prelaw.dasa.ncsu.edu

Services include:

- preparing for the LSAT
- how to become a competitive candidate
- selecting potential law schools

Getting started:

Review the pre-law website, join the listserv and schedule an advising appointment.

Recommended:

Join the Pre-Law Student Association (PLSA), attend workshops/seminars, the annual NC Showcase of Law Schools and Law School Fair.

vet professions advising center (vetpac)

Available to all NC State students, from freshman through senior year and those individuals returning to obtain admission credits and post-graduate studies.

harvest.cals.ncsu.edu/vetpac
Vet_PAC@ncsu.edu
919.515.1277



evaluating offers

salary negotiations

Congratulations! You've been offered a job and now you are evaluating the offer. Many factors can affect whether or not you accept a job.

Ask yourself these questions:

- How does this job fit with my personal values and career goals?
- What are the pros and cons of the offer? (salary, benefits, location, etc)
- Do I need more information before making this decision?

Get started:

-Research the industry and understand salary ranges for your targeted job before the interview.

-Know your worth re: positions pursuing and what you have to offer (i.e. advanced skills, co-op, leadership, etc.)

Use these resources to research:

-Future Plans Survey results – NC State Office of Institutional Strategy & Analysis

-Salary.com or Glassdoor

-U.S. Bureau of Labor Statistics

-Occupational Outlook Handbook

-Evaluate the cost of living for the area. Prepare a budget to understand the minimum salary needed to cover your expenses.

Consult these resources:

-NerdWallet www.nerdwallet.com/cost-of-living-calculator

-CNN Money money.cnn.com/calculator/pf/cost-of-living/index.html

-Payscale www.payscale.com/cost-of-living-calculator

DO this

- Let the employer initiate conversations about salary.
- Request the offer in writing.
- Ask for time to consider the offer, you do not need to decide on the spot.
- Evaluate the whole compensation package, not just the salary. Think: relocation expenses, health insurance, dental and eye coverage, retirement contributions, maternity/paternity leave, sick and vacation time, etc.
- Think beyond salary, what else may be negotiable?
- Accept or decline the offer both verbally and in writing.
- Remain confident, tactful and professional throughout negotiations.
- Once you accept, withdraw from other opportunities. Stop looking.

DON'T do this

- Ask salary questions until the employer brings it up. Ideally, after you receive an offer.
- Undervalue your worth.
- Feel you need to accept immediately.
- Ask for more time and then never follow-up
- Enter into negotiations if you know that you won't accept any offer. It is unethical to negotiate if you have no intention of accepting the position.
- Provide negative reasons why you are declining the offer.

Important Note:

After accepting an offer, inform other employers to which you applied that you are withdrawing from consideration and discontinue your job search. If you know you are not interested in the job, let the employer know as soon as possible so that other candidates can be considered.

The professional staff of the Career Development Center is available to help you evaluate all aspects of an offer and help you with your decision. Make an appointment through ePACK or call the office at 919-515-2396.

success at work

Be successful in your internship, co-op, or career.

- ☐ **set realistic goals and expectations**
Meet with your supervisor to discuss your work plan. What specific skills and competencies do you need to acquire and demonstrate? What is the time frame? What training is available? Monitor your progress and arrange to meet with your supervisor regularly. Share your career interests and ideas. Communicate concerns early.
- ☐ **maintain a “can do” attitude**
Show your eagerness to learn new things by welcoming new assignments. Understand that all positions engage in a wide range of activities ... some that catch your eye while others do not. Tackle all assignments and projects with enthusiasm. Seek additional projects when appropriate.
- ☐ **perform to the best of your ability**
Be sure you understand the assignment and its deadline before you begin. If you need assistance, ask. Check and recheck your work before submitting it to your supervisor. Ask for feedback.
- ☐ **be respectful of colleagues**
You are the new person in the office and you can learn from every colleague, regardless of rank. Show all of your colleagues that you value their opinion and experience.
- ☐ **support the team**
Your ability to work well with others is key to your success. The team’s goals are your goals. Understand how your work fits into theirs.
- ☐ **understand the unwritten rules**
As a new employee, you will absorb a tremendous amount of information. Observe. What is appropriate attire? What are expected hours? How do things get done? How do colleagues interact with one another? Are there office politics to steer away from?
- ☐ **be flexible**
You may be near the end of a project when you are asked to start a new one. Be aware that priorities in an organization change. Your willingness and ability to switch gears easily is required for your success. Your supervisor will help you to prioritize your assignments.
- ☐ **identify a mentor**
A mentor may be assigned to you or you may need to identify your own. This is often a more senior, respected professional in your field who would like to take a personal interest in your career development. With your mentor, you will feel free to ask advice about your career decisions.
- ☐ **document your success**
Record assignments, projects, and achievements. Keep copies of evaluations and samples of your work. Ask your supervisor if he/she will serve as a reference for you or write a letter of recommendation. Keep these handy for future career conversations.

From Caterpillar:

When you start a job at any company it’s important to understand that from day one you are building your own brand. Doing your new job well is the baseline. HOW you do your job is key. Did you put extra effort into the work, go beyond just the base expectations? What was your attitude and interactions with those around you? When you finish your first assignment, aim to have built a reputation where others will say, “I can give them anything and know it will get done well.” It’s also helpful to find an experienced mentor in the first few months – someone to not only show you the ropes of doing your job, but help you understand the culture in the office and the company. It doesn’t always need to be your first manager but having someone to talk to and learn from will help.

come visit the career development center

2100 Pullen Hall, 201 Dan Allen Drive,
Campus Box 7303,
Raleigh, NC 27695-7303

Hours: Monday – Friday, 8 a.m. – 5 p.m.

career-development@ncsu.edu | 919.515.2396

twitter.com/NCStateCareer

facebook.com/NCStateCareerDevelopment

instagram.com/NCStateCareerDevelopment

LinkedIn: North Carolina State University

[linkedin.com/groups/13946614/](https://linkedin.com/groups/13946614/careers.ncsu.edu)

careers.ncsu.edu

